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June 19, 2020

Head of the IFS New Coronavirus Infection Control Headquarters

To students and employees of IFS

Re: IFS's Response to the reduction of Business Continuity Plan (BCP) Level 2 to 1
during COVID19 outbreaks

In response to the President's notice "Lowering the Guideline of Conduct to Level 1" dated June 19, 2020, the Institute of Fluid Science (IFS) will change the actions based on Notice dated May 29, 2020. The changes will be shown by underline below. Contact us at the following e-mail address if you have any inquiries about coronavirus infection.

ifs-covid-19@grp.tohoku.ac.jp

As further level changes are expected in the future, depending on trends in the second wave, please check the latest information at the websites of Tohoku University and the Institute of Fluid Science.

1. Time period: starting on Monday June 22. Ending TBD.
2. Contents of correspondence
 - 1) Concepts
 - We will continue to make every effort to prevent the spread of infection, and allow faculty and staff to choose to work from home depending on their circumstances.
 - Faculty and staff will return to a more normal work schedule, but will also work from home when necessary.

- In addition to the minimum number of experiments that have been conducted so far, we will provide opportunities for students and others to enter the Institute to further invigorate our research activities. We will continue to build a risk management system, which has been delayed due to its almost unmanned operation, and expand our research activities gradually. The period by the end of July, during which the lectures are online, is positioned to ensure that infection prevention measures are in place to deal with the new normal.
- The other members of the Institute shall follow the above approach.
- Extracurricular activities by students are permitted partially. Please follow the notice from the Education and Student Support Department.
- When faculty, staff and students are admitted to the institute, pay attention to risk management** and the history of the admission should be recorded in the following way 4) and shared with one's head*.

*Heads: The heads of the administrative office, each laboratory (including the cases of research support) and the technical service division. (If supervising professor is not sure if its decision is appropriate, please consult with the Director.)

**Risk management: If you are admitted to the institute in accordance with the above procedure, please give maximum consideration to avoid risk based on the document (i) issued by the Headquarter of Tohoku University. In addition, please check the list of precautions for resuming research activities (Level 2, shown at the end of the document).

(i) "Principles to be followed in carrying out research activities" as an appendix to the Tohoku University Emergency Action Plan (BCP) dated May 11, 2020

2) Action guidelines (specific examples)

- Discretionary faculty should continue to keep a "Record of Hours Worked Status" by attendance/telecommuting and history.

- Please observe the attached "Notes on Business Travel" when traveling on business.
- In principle, students are allowed to travel and return home, but they are not allowed to work part-time in 3 C's (closed spaces, crowded places or close-contact settings), and must refrain from attending meals and meetings.
- Classes are held online in principle, but exercises and practices will be resumed. Please follow the instructions of your undergraduate/graduate school.
- Meetings are recommended to be held online or by email although face-to-face meetings are allowed.

3) Restrictions on the use of facilities

- Outsiders may be admitted if it is essential. The inspection & acceptance of delivered goods are done in front of the administrative office and the goods are kept in the copy service room next to the administrative office. When they are admitted to the institute, pay attention to risk management and the history of the admission should be recorded in the following way 4).
- The library has already resumed some of its operations. You will be notified of further details by the staff.
- We have reopened the shared facilities, but please continue to be mindful of the guidelines for use at meals shown in the lounge rooms.
 - ✧ As we continue to use the record system to keep track of visitors, we will continue to lock all buildings other than Building 1 at all times until we have a better idea of the second wave.
- Please establish an environment that avoids the 3 C's as early as possible, and create an admission plan that takes into account the distribution of time and number of people staying in rooms, including experimental laboratories. If you start research in a room where no countermeasures have been taken so far because

it has been virtually unoccupied up until now, please establish countermeasures to prevent infection and respond to the new normal.

- Please refer to the attached “Guidelines for Prevention of Infectious Diseases Caused by New Coronaviruses at Events” (Office of Prevention of Infectious Diseases of Tohoku University, June 16, 2020) and take the necessary measures when organizing events on and off campus in the future.

4) Information sharing and precautions at the time of admission

- Please review the list of precautions for resuming research activities before entering the facility.
- Please post your information on the “Google form for the record of admission to IFS” using the Tohoku University Gsuite address. The admission of outsiders to the Institute should be submitted by faculty and staff.
- The above "Google form for the record of admission to IFS" will be managed by the IFS New Coronavirus Infection Control Headquarters, but the rooms may be visited by mainly online means such as online videos and photographic records. For this reason, you will be asked to share your contact information during your stay.

Reference: In the " Google form for the record of admission to IFS," you will be asked to report the following information: your name, date and time (start to end), place of stay in the institute, purpose of entry, and emergency contact information. In addition, in order to respond to online patrols, etc., we ask for your cooperation in ensuring that your mobile phone or other devices are always ready to be called.

3. What we request you as a top priority at present

- We have established the above with the primary objective of preventing the spread

of new coronavirus infection. From now on, in addition to ensuring that this policy is thoroughly implemented in the institute, we ask faculty members to give the best consideration to the current situation and care for the students they supervise.

Please refer to the April 13 Executive General's Notice "Utilization of Telecommuting Based on the BCP" and other documents on the specific method of implementing telecommuting for faculty and staff, and ensure its implementation.

June 19, 2020.

List of precautions for resuming research activities (IFS BCP Level 1)

IFS New Coronavirus Infection Control Headquarters

- 1) If the nature of the work allows, work from home is acceptable. When entering the Institute, follow 2) below.
- 2) Research activities at the Institute (avoidance of 3 C's, thorough hand washing, coughing etiquette, etc.)
 - Faculty and staff should fill the Google form with the admitted person's name, date, time, place, emergency contact information, etc. This information is managed by the IFS New Coronavirus Infection Control Headquarters, which may conduct online surveillance and other inspections.
 - The admission of outsiders to the Institute should be submitted by faculty and staff.
 - The head shall prepare an admission plan and ensure an appropriate environment, taking into account the number of residents, their placement (social distance), and length of period of stay in accordance with the environment in which they will be staying. Doorknobs and common equipment shall be disinfected once a day (for example, when leaving for the last time), recorded and maintained under the responsibility of the head.
 - A person admitted should observe the basics such as cough etiquette (wearing a mask), avoiding loud conversations, and encouraging ventilation. If more than one person is staying in the same room at the same time, be sure to wear a mask.
 - If a person admitted is concerned about his/her physical condition, take his/her

temperature and record and share it with the head.

- Avoid using public transportation to commute to IFS as much as possible, and if a person does use it, be sure to manage the risk.

3) Handling of business trips, etc.

- In principle, overseas travel is prohibited, but domestic business travel is permitted provided that the attached "Notes on Business Travel (June 17, 2020)" is observed.

4) If one feels unwell and/or suspects infection

- Take appropriate action in accordance with the Tohoku University HP https://www.tohoku.ac.jp/en/news/university_news/information_of_covid_19.html#linkunwell
- If you suspect infection (either of the strongest symptoms such as breathlessness, lethargy or high fever), or if you have an underlying disease with relatively mild symptoms such as a fever or cough, consult quickly.
- If the symptoms last more than 4 days or you think they are strong, consult the call center.
- Contact
 - Telephone consultation service for new coronavirus infection (common to Miyagi Prefecture and Sendai City)
 - ◇ TEL: 022-211-3883 / 022-211-2882 (24 hours)
 - IFS New Coronavirus Infection Control Headquarters
 - ◇ ifs-covid-19@grp.tohoku.ac.jp